



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

**Monday 18 April 2016 at 7pm**

**The Harlington**

All committee members are summoned to attend

To: Cllrs S Cante, P Einchcomb, L Holt, A Oliver, R Robinson, B Schofield, J. Smith,  
N Walton

Signed:

Janet Stanton  
Town Clerk

Date: 13 April 2016

**AGENDA**

**Item 1 APOLOGIES**

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

**Item 2 DECLARATIONS OF INTEREST**

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

**Item 3 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)**

To receive questions and statements from members of the public.

**Item 4 MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 25 January 2016 -copy attached

## **Part 1 – ITEMS FOR DECISION**

### **Item 5 QUARTERLY FINANCIAL MONITORING REPORT**

To consider the quarterly commentary of the Town Clerk and to receive:

- a) Quarterly monitoring report
- b) Cash Book for Jan 2016
- c) Bank reconciliation for Jan 2016
- d) List of payments for Jan 2016
- e) Cash book for Feb 2016
- f) Bank reconciliation for Feb 2016
- g) List of payments for Feb 2016
- h) Cash book March 2016
- i) Bank reconciliation March 2016
- j) List of payments March 2016
- k) Income and expenditure March 2016
- l) Summary income and expenditure March 2016
- m) Budget detail to 31 March 2016
- n) Budget summary to 31 March 2016
- o) Budget projections as at 31 March 2016 (not adjusted for year end)
- p) Balance sheet at 31 March 2016

### **RECOMMENDATION**

- a) To confirm that the bank reconciliations for January, February and March 2016 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules for January 2016 and February 2016 and March 2016
- b) To receive and accept into the minutes the List of Payments for January 2016 February 2016 and March 2016
- c) To receive and accept into the minutes the Income and Expenditure Statement up to March 2016
- d) To receive and accept into the minutes the Balance statement as at March 2016
- e) To receive the Budget projections as at 31 March 2016 (not adjusted for year end)
- f) To receive the Town Clerks Quarterly Monitoring Report

**Item 6 INVESTMENT REPORT**

To consider the quarterly investment report-copy attached

**RECOMMENDATION**

- a) To note the balances held in the FTC accounts
- b) To consider the types of savings/investment accounts to be held by the Council
- c) That a working Group is set up to agree the investment strategy and its implementation

**Item 7 GRANTS**

**(a) Ancells Farm Pre-school grant.**

To consider a grant application for £195 from Ancells Farm Community Pre-School to assist with funding the planning application to HDC to increase the fence height around the school

**(b) Ancells Farm – Youth Shelter**

To consider a grant application from the Friends of Ancells Farm for £3000 to assist with the purchase of a youth shelter within Ancells Farm Park

**RECOMMENDATION**

To determine the Grant applications

**Item 8 GENERAL POWER OF COMPETENCE**

At its meeting on 16 March 2016 the RLA Committee considered the suggestion by Council on 2 March 2016 that consideration be given to the extent to which the RLA Committee would like to develop a policy to work with others to provide commercial events etc

The RLA Committee indicated that it would like to keep opportunities under review and requested the P&F Committee to approve the drafting of a framework for such events

**RECOMMENDATION**

The Committee authorise the drafting of a framework to assist with the development of the use of the General Power of Competence

**Item 9 PENSION REQUEST**

At the meeting of the Establishment Committee held on 9 March 2016 it was agreed that if an entitled worker came forward and wanted to contribute to the new pension scheme, the matter would be considered as it arose.

In order to determine this request and any others that may come forward in the future, Council decided at its meeting on 6 April 2016 to ask the P&F Committee to propose a policy for adoption by Council –a paper is attached to assist the

members in determining this matter

**RECOMMENDATION**

To recommend the level of pension contributions to be made by the Council for entitled workers

**Item 10 DRAFT POLICY - USE OF INTERNET, SOCIAL MEDIA AND PERSONAL MOBILE PHONE USE AT WORK**

To consider a draft policy to provide a framework for the use of internet/social media and personal mobile phones at work-draft policy attached

**RECOMMENDATION**

To adopt the draft policy for the use of the internet, social media and personal mobile phones at work

**Item 11 CEMETERY COSTS-ESTABLISHMENT OF AN AD HOC CEMETERY WORKING GROUP**

To consider the establishment of an ad hoc Cemetery Costs Working Group to work with members of Church Crookham Parish Council to deal with an issue which has arisen regarding the level of cemetery fees charged to Church Crookham residents and the possible adoption of a formula to assist in dealing with the matter

**RECOMMENDATION**

To establish a Cemetery Costs Working Group to recommend a formula for charges to residents of Church Crookham

**Part 2 – ITEMS TO NOTE**

**Item 12 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 18 July 2016 at 7pm at The Harlington